

## Payroll &amp; Information Management Division

## Personnel/Payroll System Coding

This packet includes a listing of items for your information in preparing employee transactions and reading various reports and screens generated by the Personnel/Payroll System. Codes are listed in **bold** followed by their description. If you have any questions, please call us at 375-4011. Thank you.

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## EMPLOYEE STATUS CODES

### ACTIVE (A)

<b>AA</b>	Permanent	After a probationary period is successfully served, an employee is placed in this status code. Only <b>full-time</b> classified service employees occupy this status code.
<b>AB</b>	Probationary	This status is utilized when an employee is hired into a <b>full-time</b> classified service position. Probationary periods vary among classes and may be extended but cannot exceed one year.
<b>AC</b>	Exempt	This status is used for <b>full-time</b> employees exempted from the classified service by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
<b>AD</b>	Temporary	A provisional or short-term position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by Human Resources.
<b>AE</b>	Part-time	A position in which an employee works fewer than 40 hours per week. Employees usually work various schedules throughout the year.
<b>AF</b>	Trainee	A <b>full-time</b> employee who has not met all the qualifications of the specified job.
<b>AG</b>	Seasonal	A non-career service position for only certain periods of the year (i.e. summer help).
<b>AH</b>	Emergency	A <b>full-time</b> position where unusual conditions exist which require immediate employment. Appointments to this status code should not exceed thirty (30) days unless approved by Human Resources.
<b>AI</b>	Extended Probation	Status for full-time employees who were in "AB" status but their supervisors felt they had not successfully completed the probationary period thus they should be extended. An <b>entire</b> probationary period cannot exceed twelve (12) months.
<b>AJ</b>	Substitute	A <b>full-time</b> appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
<b>AM</b>		Part-Time Temporary
<b>AR</b>	Work Experience Wages	SFETC trainees. Summer enrollees, non-full-time and non-career service.

<b>AT</b>	Acting Appointment in the Classified Service	A <b>full-time</b> temporary appointment of a current, employee to a vacant position that is in recruitment status. Appointments should not exceed six (6) months unless approved by Human Resources.
<b>AU</b>	Pollworkers	Works during an Election. Non-full-time and non-career service. Human Resources enrollees.
<b>AW</b>	Farmworker Trainees	
<b>AX</b>	Acting Exempt	
<b>AY</b>	Non County Employees	

### SEPARATION (B)

<b>BA</b>	Voluntary Resignation
<b>BB</b>	Resignation By Abandonment of Position
<b>BC</b>	Working Conditions
<b>BD</b>	Work Hours
<b>BE</b>	Work Load
<b>BF</b>	Dissatisfied with Supervisor
<b>BG</b>	Dissatisfied with Co-Workers
<b>BH</b>	Disagree with Departmental Policies
<b>BI</b>	Terminated BI Enrollee, No PCD generated
<b>BJ</b>	Dislike Duties
<b>BK</b>	Want More Responsible Work
<b>BL</b>	Insufficient Pay
<b>BM</b>	Little Chance for Promotion
<b>BN</b>	Accept Other Employment
<b>BP</b>	Job Dissatisfaction
<b>BQ</b>	Moving From Area
<b>BR</b>	Pursuance of Domestic Duties
<b>BS</b>	Attend School Full-Time
<b>BT</b>	Personal Reasons Not Job Related
<b>BU</b>	Poor Health
<b>BV</b>	No Reason Given
<b>BW</b>	Separations - Other
<b>BX</b>	Resignation subject to the condition of the Alonso Ordinance. No annual or sick leave payout.
<b>BZ</b>	Resignation Not In Good Standing. No sick leave payout.
<b>BY</b>	Non County Employee
<b>DI</b>	<i>Separation: Under Investigation (See page 14 for details)</i>

### LEAVE OF ABSENCE (C)

<b>CA</b>	Military Leave
<b>CB</b>	Maternity Leave
<b>CC</b>	Educational Leave - Job Related
<b>CD</b>	Illness
<b>CE</b>	Suspension
<b>CF</b>	For The Good of County Service
<b>CG</b>	Personal
<b>CH</b>	Disability
<b>CI</b>	Leave of Absence greater than 2 years
<b>CJ</b>	Child Care
<b>CK</b>	No Pay Status - Temporary Removal
<b>CL</b>	Compulsory
<b>CM</b>	Family Leave
<b>CX</b>	Suspended under 2-42 (22)

<p><b><u>DISMISSAL (D)</u></b></p> <p><b>DA</b> Incompetency  <b>DB</b> Offensive Conduct  <b>DC</b> Dishonesty  <b>DD</b> Insubordination  <b>DE</b> Chronic Absenteeism/Tardiness  <b>DF</b> Loss of License or Certificate  <b>DG</b> Convicted of Crime  <b>DH</b> Negligence or Willful Damage  <b>DJ</b> Violation of Departmental Rule  <b>DK</b> Physical or Mental Impairment  <b>DL</b> Poor Driving Record  <b>DM</b> Falsification of Application  <b>DN</b> Drug/Alcohol Test Results  <b>DX</b> Other Reason</p>	<p><b>Last Change Date</b> Indicates the date of the last change to the employee's personnel master record.</p> <p><b>Leave Anniversary Date</b> The date the employee completes 26 pay periods and their leave usage balances are re-set to zero. (Sick to Annual conversion)</p> <p><b>Medical Date</b> Indicates the date of the last physical examination.</p> <p>Default dates are:  <b>01/01/1902</b>  Employees that have had a pre-employment drug and alcohol screen only.</p> <p><b>01/01/1903</b>  No physical or drug and alcohol screen is required.</p>
<p><b><u>OTHER TERMINATION (E)</u></b></p> <p><b>EA</b> Fail to Satisfy Probationary Period  <b>EB</b> End of Temporary Work  <b>EC</b> Death  <b>ED</b> Layoff  <b>EF</b> Co-op Return to School  <b>EG</b> Retirement  <b>EH</b> Expired Layoff Rights  <b>EI</b> Medical Disability  <b>EJ</b> Administrative  <b>EK</b> End of Training Under Federal Grant  <b>ER</b> Retired End of DIP  <b>EU</b> Pollworkers Inactive  <b>EV</b> Article V Revision 7: Judicial Administration</p>	<p><b>Medical Eligibility Date</b> Indicates the date the employee became or will be eligible for Medical Insurance. Default date of 11/16/1990 displayed for employees hired prior to 11/16/1990.</p> <p><b>Pay Anniversary Date</b> The last date of a change in the employee's salary due to merit, promotion, demotion, or longevity step increases. This date is not affected by cost of living increases, special merit/ recognition increases or pay exceptions being added or deleted.</p> <p><b>Adjusted Pay Anniversary Date</b> The employee's anniversary date (adjusting any lost pay periods or pay periods on LOA).</p>
<p><b><u>EARLY RETIREMENT</u></b></p> <p><b>DEPARTURE INCENTIVE PROGRAM (DIP)</b></p> <p><b>RC</b> DIP Retiree (Cash Option Selected)  <b>RI</b> DIP Retiree (Insurance Option Selected)</p> <p><b>DEFERRED RETIREMENT OPTION PROGRAM (DROP)</b></p> <p>Employees that select to participate in the DROP program maintain their regular employee status code.</p> <p><b><u>EMPLOYEE ESSENTIAL CODES</u></b></p> <p><b>D</b> Department Essential – Able to perform activities  <b>E</b> EOC Essential – Able to perform activities</p> <p><b>1</b> EOC Essential – Not able to perform activities  <b>2</b> Department Essential – Not able to perform activities</p>	<p><b>Red Circle Date</b> Indicates the date the employee was placed on a rate above the maximum of their current classification.</p> <p><b>Rehire Date</b> Indicates date that employee was rehired. Current date of hire.</p> <p><b>Status Date</b> The last date of a change in the employee's status.</p> <p><b>Adjusted Status Date</b> The employee's status date (adjusting any lost pay periods on LOA).</p> <p><b>Retirement Date</b> Date in which eligible Executive Staff elect to participate in Rule of 70 Executive Retirement Program (Age plus years of service equal 70).</p> <p><b>Last Evaluation Date</b> The date of the employee's last evaluation.</p>
<p><b><u>DATES</u></b></p> <p><b>Hire Date</b> Indicates employee's original appointment to the County.</p>	<p><b>Projected Evaluation Date</b> The date of the employee's next "projected" evaluation.</p>

**WAGE ADJUSTMENTS**

Effective Date of Increase	% Increase
06/30/08	4%
07/02/07	3%
07/03/06*	3%
07/04/05	3%
07/05/04	4%
07/07/03	4%
09/02/02	3%
09/03/01	3%
09/04/00	2%
09/06/99	3%
09/07/98	3%
08/25/97	2%
03/25/96	5%
03/24/95	4%
03/28/94	4%
07/01/93	3%

**\*Implementation Dates**

BU C, D, K, M Date implemented 07/03/06  
 BU E Implemented 2% COLA 7/3/06. On 10/9/06  
 received 3% COLA (1% additional).  
 BU L Date implemented 07/17/06  
 BU G, H & P Date implemented 10/09/06  
 BU A Date implemented 12/04/06

See Bargaining Unit Codes for description.

**PAY EXCEPTION CODES  
BI-WEEKLY SUPPLEMENTS****1 STEP EXCEPTIONS****FRS**

<b>0A</b>	Lifeguard 1 & 2 - EMT	Yes
<b>0B</b>	Professional Engineer Certificate	Yes
<b>0C</b>	Stenographic Reporter - Certified	Yes
<b>0D</b>	Forensic Technician - Embalmers	Yes
<b>0E</b>	Tax Collection - Certified	Yes
<b>0F</b>	CAA -Teachers & Assistants Certification	Yes
<b>0G</b>	Communication Operator & Police Complaint Officer Trainers	Yes
<b>0H</b>	Track Equipment Operator	Yes
<b>0I</b>	Solid Waste Training Program	Yes
<b>0J</b>	Registered Geologist	Yes
<b>0K*</b>	Air Truck - Fire	Yes
<b>0L*</b>	Hazardous Materials - Fire	Yes
<b>0M*</b>	Logistical Services - Fire	Yes
<b>0N*</b>	Air Rescue - Fire	Yes
<b>0P</b>	Traffic Signal Technicians 1, 2 & Supervisor - Bench Technicians	Yes
<b>0Q</b>	Trades Supervisor Contractor	Yes
<b>0R</b>	Social Work Advocates	Yes
<b>0S</b>	DERM - Demolition & Renovation	Yes
<b>0T</b>	DERM - Scuba/Underwater	Yes
<b>0V</b>	Trash Truck Driver 1 - Roll Off Vehicle	Yes
<b>0W</b>	Courts - Primary Clerk	Yes
<b>0X</b>	Rail Structure & Inspection Special	Yes
<b>0Y</b>	Airport Attendant - Auxiliary Airport	Yes
<b>0Z</b>	Courtroom Clerk 1	Yes
<b>FO</b>	Fireboat Operator – Fire	Yes
<b>RC</b>	Certified Rehabilitation Counselor Certification	Yes
<b>WC</b>	Welder's Pay (Eff. 2/11/08)	Yes
<b>ZA*</b>	Special Operations; FIRE DEPT	Yes
<b>ZB*</b>	TRT – Marine; FIRE DEPT	Yes
<b>ZC</b>	Paralegal/Legal Asst. Certification	Yes
<b>ZD</b>	Hazmat Specialist – Fire	
<b>ZE</b>	Videographer/Editor	Yes
<b>ZF</b>	TR/Technical Response Truck	Yes
<b>ZG</b>	Forensic Investigator Certification	Yes
<b>ZH</b>	Courts Central DV Intake Unit Family Division	Yes
<b>ZJ</b>	Positive Attitude Change Tool Certification	Yes
<b>Z1</b>	Correctional Officer as Recreational Officer	Yes
<b>Z4</b>	MDTA Supervisor Instructor for Rail	Yes
<b>Z5</b>	Property Appraiser – Cert. FL Evaluator (CFE)	Yes
<b>Z6</b>	First Lieutenant	Yes
<b>Z7</b>	Field Training Supervisor	Yes
<b>Z8</b>	Fingerprint - IAI Certificate	Yes
<b>00</b>	Boot Camp	Yes
<b>01</b>	Leadworker	Yes
<b>02</b>	Firefighter Driver/Operator	Yes
<b>03</b>	Assistant Training Officer – Correctional Officer, Corporal and Sergeant	Yes
<b>04</b>	Split Shift	Yes
<b>05</b>	Night Differential	Yes
<b>06</b>	Educational Incentive Pay	Yes
<b>07</b>	Trades Allowance - AFSCME 1363	Yes
<b>08</b>	Certification of Florida Evaluators	Yes

<b>PAY EXCEPTION CODES (Continued)</b>		<b>2 STEP EXCEPTIONS</b>	
<b>BI-WEEKLY SUPPLEMENTS</b>			
<b>1 STEP EXCEPTIONS</b>	<b>FRS</b>		
<b>1A</b> PIM Assignment Pay 1	Yes	<b>Z2</b> Correction Department Trades	Yes
<b>1B</b> Police Assigned to MIA	Yes	<b>Z3</b> Correctional Officer Maintenance Supervisor	Yes
<b>1C</b> Electronic Courtroom	Yes	<b>2A</b> PIM Assignment Pay 2	Yes
<b>1D</b> Criminalist 1, 2 & 3 – Certified	Yes	<b>2B</b> Waste Supervisor Garbage Division	Yes
<b>1E</b> Heavy Equipment Tech. Auto Mechanic	Yes	<b>21</b> Night Differential	Yes
<b>1F</b> Certified Compensation Prof.	Yes	<b>22</b> Appraiser or Assessment Evaluator - Supervisory Classifications Only	Yes
<b>1G</b> Society Human Resource Mgmt. Cert.	Yes	<b>23</b> Airfield Proficiency Allowance	Yes
<b>1H</b> Forensic Photographer IAI Certified (Eff. 4/26/04)	Yes	<b>24</b> Mosquito Control Inspector Certification	Yes
<b>1J</b> Forensic Artist IAI Certified (Eff. 4/26/04)	Yes	<b>25</b> Programmer 2 On-Call	Yes
<b>1K</b> Aircraft Tech Power Plant Cert (Eff. 7/8/02)	Yes	<b>26</b> Water & Sewer On-Call	Yes
<b>1L</b> Aircraft Tech FAA Airframe Cert (Eff. 7/8/02)	Yes	<b>27</b> Water & Sewer Hazardous Duty	Yes
<b>1M</b> Cadastral & Sr. Cadastral Tech. (Eff. 8/2/04)	Yes	<b>28</b> Landside Operation Specialists Certification	Yes
<b>1N</b> Water/Wastewater Treatment Plant Operator License (Eff. 7/19/04)	Yes	<b>29</b> Licensed Independent Adjuster	Yes
<b>1P</b> Courtroom Clerk 1 - Unified Family Court (Eff. 5/9/05)	Yes	<b>47</b> Explosive Materials	Yes
<b>1Q</b> Registered Interior Design License (Eff. 10/10/05)	Yes	<b>3 STEP EXCEPTIONS</b>	
<b>1R</b> Arsons Unit Investigators (Eff. 7/3/06)	Yes	<b>30</b> CAA State of Fla. Teacher's Certification	Yes
<b>1S</b> Forensic Health Care Unit (Eff. 7/3/06)	Yes	<b>63</b> Police Officers and Sergeants Not Classified as Aircraft Operators Assigned to that Function	Yes
<b>1T</b> Temporary Reclassification	Yes	<b>PERCENTAGE ADJUSTMENTS</b>	
<b>1U</b> Substance Abuse Professional Certificate	Yes	<b>8A</b> Special Projects - Fire Chief	5% Yes
<b>1V</b> Associate in Risk Management Certification	Yes	<b>8B</b> State Certified Instructors - Training Div.	2.5% Yes
<b>1W</b> Forensic Toxicology Certification	Yes	<b>8C</b> Fire Prevention Inspector I	1% Yes
<b>1X</b> Survey Technician Certification	Yes	<b>8E</b> Fire Prevention Inspector II	3% Yes
<b>1Y</b> Veterinarian Masters in Public Health	Yes	<b>8F</b> Fire Prevention Inspector III	5% Yes
<b>1Z</b> Purchasing & Contract Procurement Class.	Yes	<b>8G</b> NFPA Plan Examiner 1 Certification	2% Yes
<b>10</b> CPA	Yes	<b>8H</b> Florida Certified Fire Inspector II	2% Yes
<b>11</b> Trades Allowance - Water and Sewer	Yes	<b>8I</b> Fire Investigator I	1% Yes
<b>12*</b> Fire Pers., Bureau Officer-in-Charge	Yes	<b>8J</b> Fire Investigator II	3% Yes
<b>13*</b> Fire College Personnel	Yes	<b>8K</b> Fire Investigator III	6% Yes
<b>14*</b> Fire Safety Bureau Personnel	Yes	<b>8L</b> Fire Investigator IV	9% Yes
<b>15</b> Police Acting Ranks	Yes	<b>8M</b> First Responders PBA	5% Yes
<b>16</b> Field Training Officer	Yes	<b>8N</b> Sergeant-At-Arms	7% Yes
<b>17</b> Certified Employee Benefit Specialist	Yes	<b>8P</b> Police Dispatcher, Police Complaint Officer & Police Communication Supervisor	5% Yes
<b>18</b> Trades Allowance - Non-Union	Yes	<b>8Q</b> Certified Internal Auditor	5% Yes
<b>19</b> Certified Professional Secretary	Yes	<b>8R</b> Non Fire Rescue Response - Non EMT (FRR) - Fire	5% Yes
<b>2C</b> Programmer 2 On Call	Yes	<b>84</b> Fire Safety Bureau - Certified Inspectors	3% Yes
<b>20</b> Certified Addictions Professional (CBAPF)	Yes	<b>85</b> Airport - Certified Fire Rescue & Fire Department Certified	5% Yes
<b>42</b> Special Response Team	Yes	<b>86</b> Special Investigator - Director's Office	5% Yes
<b>44</b> Underwater Search & Recovery	Yes	<b>87</b> Fire - EMS Personnel	5% Yes
<b>5G</b> Fire Diver's Pay (Eff. 3/29/04)	Yes	<b>88</b> Fire - EMS Captains and Lieutenants 10/14 Shift	2.5% Yes
<b>54</b> Motorcycle Patrol Duty	Yes	<b>89</b> Pay supplement for Non-Bargaining Unit employees at max working in a higher class	5% Yes
<b>98</b> EMD Medical Dispatcher Certification (Eff. 10/00)	Yes	<b>99</b> Delete All Exceptions (used on the PCD to indicate deletion of all pay exceptions)	Yes
* At max, L1 or L2 pay exceptions are paid 5% from max step, L1 and L2 steps		<b>HZ</b> Hazardous Duty – Treatment Plant Operators	1% Yes
		<b>NC</b> EMT or Paramedic (non-Protocol Certified)	15% Yes
		<b>PC</b> Paramedic (Protocol Certified)	20% Yes
		<b>Z9</b> Certification by State of FDLE	4% Yes

**FLAT DOLLAR PAY ADJUSTMENTS****FRS**

<b>4A</b>	Fire Associate Arts Degree	\$ 23.08	Yes
<b>4B</b>	Fire Baccalaureate Degree	50.77	Yes
<b>4C</b>	Premium Pay	50.00	Yes
<b>4D</b>	Waste Equipment Operator	20.00	Yes
<b>4M</b>	Career Development II Maximum	23.08	Yes
<b>41</b>	Special Investigative Duty	10.00	Yes
<b>43</b>	PBA Hazardous Duty No "AF" Status Employees	125.00	Yes
<b>45</b>	TWU Nights (\$36.00 effective until 10/05/97)	48.00	Yes
<b>46</b>	Correctional LT, Police Captain	100.00	Yes
<b>48</b>	Observers in Aircraft	30.00	Yes
<b>49</b>	Police Standards	11.54	Yes
<b>5A</b>	Career Development 5 – Max	48.46	Yes
<b>5B</b>	Technical Support No "AF" Status Employees	80.00	Yes
<b>5C</b>	Fire Hazardous No "AF" Status Employees	125.00	Yes
<b>5E</b>	HUD Site Manager - Class 1	100.00	Yes
<b>5F</b>	Correctional LT Hazardous Duty	80.00	Yes
<b>5H</b>	4 ASE Automotive Certifications	38.46	Yes
<b>5I</b>	Master Truck Equip. Tech. ASE	38.46	Yes
<b>5J</b>	8 ASE Certification	76.92	Yes
<b>5K</b>	7 ASE Heavy Truck Certifications	76.92	Yes
<b>5L</b>	Level 1 EVT	19.23	Yes
<b>5M</b>	Level 2 EVT	38.46	Yes
<b>5N</b>	Level 3 EVT	57.69	Yes
<b>5P</b>	4 ASE Heavy Truck Certifications (Eff. 6/9/03)	38.46	Yes
<b>50</b>	Career Development 1	9.23	Yes
<b>51</b>	Career Development 6	55.38	Yes
<b>52</b>	Police Associate Arts Degree	13.85	Yes
<b>53</b>	Police Baccalaureate Degree	36.93	Yes
<b>55</b>	Career Development 2	18.46	Yes
<b>56</b>	Career Development 3	27.69	Yes
<b>57</b>	Career Development 4	36.92	Yes
<b>58</b>	Career Development 5	46.15	Yes
<b>59</b>	Career Development III Maximum	34.62	Yes
<b>6A</b>	Car Commuting Allowance-10 days Taxing on Vehicle		Yes
<b>6B</b>	Car Commuting Allowance 8 days		Yes
<b>6C-</b>	Personal Use County Car-Daily Taxing on Vehicle		Yes
<b>60</b>	Career Development Maximum Adjusting Factor	11.54	Yes
<b>61</b>	Automotive Trades Allowance AFSCME - 1363	20.00	Yes
<b>62</b>	Water & Sewer Trades Allowance (Over maximum - Step 99 employees only)	20.00	Yes
<b>LC</b>	Premium Pay Bargaining Unit L	50.00	Yes
<b>LT</b>	Librarian 1 Trainee	80.13	Yes
<b>LW</b>	Living Wage (See Living Ordinance Pg. 13)		

**The following pay exception codes are to be used for Night Shift Differential for AFSCME Bargaining Units:**

<b>68</b>	Night Differential - 1 Step	Yes
<b>69</b>	Night Differential - 60 cents per hour	\$48.00 Yes

**PERFORMANCE ADJUSTMENT PROGRAM CODES**

This program is utilized for non-bargaining, non-executive employees. These codes cannot be assigned unless the employee currently has this code. This code is not transferable to another classification. \*Indicates satisfactory performance.

**Evaluation During Fiscal Period**

<u>Code</u>	<u>%Factor</u>	<u>77-78</u>	<u>78-79</u>	<u>79-80</u>	<u>80-81</u>
<b>CC</b>	+ .93	*	*	*	9
<b>CJ</b>	+ .88	*	*	14	8
<b>CK</b>	+1.82	*	*	14	9
<b>CZ</b>	+ .95	*	6	13	8
<b>C1</b>	+1.89	*	6	13	9
<b>C4</b>	+1.85	*	6	14	8
<b>C5</b>	+2.79	*	6	14	9
<b>DS</b>	+1.19	6	5	13	8
<b>DT</b>	+2.13	6	5	13	9
<b>DW</b>	+2.09	6	5	14	8
<b>DX</b>	+3.03	6	5	14	9
<b>D5</b>	+2.16	6	6	13	8
<b>D6</b>	+3.10	6	6	13	9
<b>D9</b>	+3.07	6	6	14	8
<b>EA</b>	+4.02	6	6	14	9

# **MONEY ADJUSTMENT CODES**

	<u><b>FRS</b></u>		
<b>01</b> Extra Duty	Yes	<b>56</b> Executive Benefits - Executive Reimbursement	No
<b>02</b> Overtime K-9 Duty	Yes	<b>57</b> Executive Benefits	No
<b>03</b> Correction	Yes	<b>58</b> Executive Benefits - Commission Expense Allowance	No
<b>04</b> Termination	Yes	<b>59</b> Executive Benefits - Car Allowance	No
<b>05</b> Overtime Job Basis	Yes	<b>59H</b> Car Expense Only	No
<b>06</b> Compensatory Time	Yes	<b>60</b> Pollworkers	No
<b>07</b> Night Differential	Yes	<b>61</b> Employee of the Year Award	No
<b>08</b> Departmental Exceptions	No	<b>62</b> Solid Waste Uniform Allowance BU 'F' (Taxable)	No
<b>09</b> Out of Class	Yes	<b>63</b> Optional Plan Review Program	Yes
<b>10</b> On Call	Yes	<b>65</b> Election Support	No
<b>11</b> Retroactive Merit Increase	Yes	<b>66</b> Disability	Yes
<b>12</b> Retroactive Promotion	Yes	<b>67</b> Compensatory	No
<b>13</b> Undergraduate Tax Tuition	No	<b>68</b> Holiday	No
<b>14</b> Vacation Advance	Yes	<b>69</b> Compensatory/Holiday	Yes
<b>15</b> Retroactive Overtime	Yes	<b>7W</b> WASD Tool Allowance (Taxable)	No
<b>16</b> IT Y2K Project	Yes	<b>70</b> Transit Uniform Allowance (Taxable)	No
<b>17</b> Military Service - Active Duty	Yes	<b>71</b> Transit Tool Allowance (Taxable)	No
<b>18</b> Retroactive Reclassification	Yes	<b>72</b> Uniform Allowance (Taxable)	No
<b>19</b> Retroactive Regular Hours	Yes	<b>73</b> Non-Uniform Allowance (Taxable)	No
<b>20</b> Light Duty - MDTA	Yes	<b>74</b> Tool Allowance (Taxable)	No
<b>21</b> Intervening Overtime	Yes	<b>75</b> Aviation Uniform Allowance (Taxable)	No
<b>22</b> Accrued Holiday/Compensatory	No	<b>76</b> Aviation Tool Allowance (Taxable)	No
<b>23</b> Excess Holiday	Yes	<b>77</b> Temporary Pay Supplement - Police	Yes
<b>24</b> Holiday	Yes	<b>78</b> DIP Compensatory & Holiday Termination	No
<b>25</b> Longevity Bonus Award	No	<b>79</b> DIP Annual Leave Termination	Yes
<b>26</b> Retroactive Wage Adjustment	Yes	<b>80</b> DIP Cash Option	No
<b>27</b> Overtime - Straight Time	Yes	<b>81</b> DIP Insurance Option	No
<b>28</b> Retroactive Wage Adjustment (Cost of Living)	Yes	<b>82</b> DIP Sick Leave Converted to Annual at Termination	No
<b>29</b> Longevity Bonus Award - Correction	No	<b>83</b> DIP Pro-rated Longevity Annual Leave Termination	Yes
<b>30</b> Accrued Sick Leave	No	<b>84</b> DIP Pro-rated LBA Bonus at Termination	No
<b>31</b> Sick Value Account	No	<b>85</b> DIP Regular Sick Leave at Termination	No
<b>32</b> Employee Suggestion Award	No	<b>86</b> DIP Additional Sick Leave Payment at Termination (up to 100% of hours)	No
<b>33</b> Worker's Compensation	No	<b>87</b> DIP Sick Interest Payment (Paid December, 1996 or January, 1997)	No
<b>33I</b> Workman's Compensation (imputed)	No	<b>88</b> Special Risk Retiree Cash Supplement	No
<b>33L</b> Long Term Disability Payment	No	<b>89</b> Annual Leave Payout	No
<b>33N</b> Worker's Compensation (non taxed)	No	<b>90</b> Bus Operator Student Pay	Yes
<b>34</b> Salary Bonus 91/92 (one time bonus)	No	<b>91</b> Jury Duty TWU	Yes
<b>35</b> Tuition Refund (Taxable)	No	<b>92</b> Flex Credits - Automatic	No
<b>36</b> Executive Bonus (AO 7-26) E1-E3 & EA	No	<b>93</b> Flex Credits - Manual	No
<b>37</b> LOA Leave Pay	Yes	<b>94</b> Election Support Pay	Yes
<b>38</b> Car Commuting Allowance	No	<b>95</b> MDTA Comparison Pay	Yes
<b>39</b> Longevity Bonus Award - Fixed	No	<b>96</b> Annual Leave DROP Payout	Yes
<b>40</b> Efficiency/Gain Share Bonus	No	<b>97</b> DP Payment for Bus/Train/Para Transit Drivers	Yes
<b>41</b> Field Training Officer (FTO)	Yes	<b>98</b> Overpayment Deduction (Taxable)	Yes
<b>42</b> Demotions	Yes	<b>9A-9D</b> Overpayment Deduction (Taxable)	Yes
<b>43</b> Retroactive Pay Exceptions	Yes	<b>98N</b> Overpayment Deduction (Non Taxable)	Yes
<b>44</b> Hazardous/On Call (WASD)	Yes	<b>9AN-</b> Overpayment Deduction (Non Taxable)	Yes
<b>45</b> Overtime Hazardous/On Call (WASD)	Yes	<b>9DN</b>	
<b>46</b> Night Differential (WASD)	Yes	<b>99</b> FRS Contribution ( <b>PAR code WW entered</b> PIM generates FRS Contribution)	Yes
<b>47</b> Overtime Night Differential (WASD)	Yes	<b>101</b> Regular Fire Off Duty Pay	Yes
<b>48</b> Miami Sick Leave (WASD)	Yes	<b>102</b> Overtime Fire Off Duty	Yes
<b>49</b> Diver's Pay (\$46.50 WASD)	Yes		
<b>50</b> Overtime Hours Adjustment (WASD)	Yes		
<b>51</b> Fire Life Safety Plans Review	Yes		
<b>53</b> Executive Allowance	No		
<b>54</b> Executive Benefit E4 (Eff. 10/5/98)	Yes		
<b>55</b> Executive Benefit E7 (Eff. 10/5/98)	Yes		

# **MONEY ADJUSTMENT CODES**

(Continued)

		<u>FRS</u>							
<b>103</b>	Miscellaneous Non FRS	No	<b>670</b>	Non-Taxable Transit Uniform Allowance (Deduction 70)	No				
<b>115</b>	Operations Overtime MDRF	Yes	<b>671</b>	Non-Taxable Transit Tool Allowance (Deduction 71)	No				
<b>124</b>	Holiday Pay (one time)	Yes	<b>672</b>	Non-Taxable Uniform Allowance (Deduction 61)	No				
<b>130</b>	(PEHP) BU: C Sick Leave 50%	No	<b>673</b>	Non-Taxable Non-Uniform Allowance (Deduction 62)	No				
<b>133</b>	Emergency Service Award Program Bonus (AO 7-11) Fire/Police Job Basis	No	<b>674</b>	Non-Taxable Tool Allowance (Deduction 73)	No				
<b>134</b>	One Time Bonus Manager Salary Adjustment	No	<b>675</b>	Non-Taxable Aviation Uniform Allowance (Deduction 60)	No				
<b>135</b>	Special Projects Performance Award	No	<b>676</b>	Non-Taxable Aviation Tool Allowance (Deduction 66)	No				
<b>136</b>	Meritorious Award for Non Bargaining	No	<b>677</b>	Non-Taxable WASD Tool Allowance (Deduction 73)	No				
<b>137</b>	Retroactive Salary Adjustment	No	<b>697</b>	Pollworker Mileage	No				
<b>138</b>	Non-County Executive Office Award	No	<b>698</b>	Volunteer Mileage Reimbursement - (Non taxable)	No				
<b>139</b>	Bonus In Lieu of Merit	No	<b>750</b>	Earned Income Credit	No				
<b>140</b>	Credit & Collection MOU Gain Sharing Bonus	No	<b>751</b>	Earned Income Credit	No				
<b>151</b>	Special Request Inspection	Yes	<b>760</b>	Life Insurance Over	No				
<b>194</b>	Poll Worker Board – County EE	Yes	<b>823</b>	Taxable Annual Pool Charitable Contribution for Disasters	No				
<b>203</b>	Settlement Agreement	Yes	<b>824</b>	Taxable Holiday Pool Charitable Contribution for Disasters	No				
<b>236</b>	Awards Recognition	No	<b>825</b>	Non-Taxable AP Charitable Contribution Conversion	No				
<b>240</b>	Department Employee Recognition Award (cash award, A.O. 7-30)	No	<b>826</b>	Non-Taxable HP Charitable Contribution Conversion	No				
<b>251</b>	Special Request Plans Reviews	Yes	<b>952</b>	MDTA Comparison Pay Week 2	No				
<b>300</b>	DP/OAC Imputed Income Adjustments	No							
<b>303</b>	Settlement Agreement	No							
<b>335</b>	Non-Taxable Tuition Refund (Deduction 13)	No							
<b>336</b>	Grad Nontax Tuition (up to \$5,250)	No							
<b>340</b>	Non-Tax Tele-working Reimbursement for DSL	No							
<b>341</b>	Cellular Phone Allowance Taxable	No							
<b>403</b>	Non County Employee Payment	No							
<b>436</b>	Milestone Bond Award Program	No							
<b>440</b>	Department Employee Recognition Award (non-cash, A.O. 7-30)	No							
<b>500</b>	BWK Expense Allowance Executives	No							
<b>510</b>	Executive Medical Premium	No							
<b>515</b>	Executive Dental Premium	No							
<b>520</b>	Executive Vision Premium	No							
<b>530</b>	Executive Long-Term Disability	No							
<b>536</b>	Safety Incentive/Bonus - Solid Waste	No							
<b>545</b>	Executive Deferred Compensation	No							
<b>550</b>	Executive Reimbursement	No							
<b>555</b>	Executive Reimbursement Taxable	No							
<b>556</b>	Moving Expenses Reimbursement - Non Taxable	No							
<b>557</b>	Moving Expenses Reimbursement	No							
<b>560</b>	Purchase Annual Leave	No							
<b>575</b>	Executive Optional Life	No							
<b>592</b>	Executive Car Lease Value	No							
<b>595</b>	Parking/Metrorail	No							
<b>597</b>	Parking/Rail Reimbursement (w/receipts)	No							
<b>600</b>	Non-Taxable Welfare to Work (Deduction W1)	No							
<b>631</b>	Notice of Acceptance Review Process	Yes							



## DEDUCTION CODES

<b>004</b>	Executive Benefits Special (+)	<b>330</b>	DCFF PPO Ins Trust FB (Non-Taxable)
<b>015</b>	Executive Benefit Reimbursement	<b>331</b>	AVMED POS (Pre-Tax)
<b>038</b>	Car Commuting Allowance Recapture	<b>332</b>	AVMED Low HMO (Pre-Tax)
<b>046</b>	Annual Lease Value for County Vehicle	<b>333</b>	JMH Low HMO (Pre-Tax)
<b>050</b>	Executive Supplemental Pension	<b>341</b>	AVMED POS Special Executive
<b>078</b>	Enriched Long Term Disability Ins (Exec)	<b>342</b>	AVMED POS Special (Post-Tax)
<b>086</b>	ICMA – RC Roth IRA Savings	<b>343</b>	AVMED HI HMO Special Executive
<b>090</b>	ICMA Deferred Income 457 Plan (Pre-Tax)	<b>344</b>	AVMED HI HMO Special (Post-Tax)
<b>091</b>	NACO Deferred Income 457 Plan (Pre-Tax)	<b>345</b>	AVMED Low HMO Special Executive
<b>093</b>	ICMA 3% Pick Up Plan (401A) - Execs. Only	<b>346</b>	AVMED Low HMO Special (Post-Tax)
<b>093</b>	ICMA 6% Pick Up Plan (401A) - Execs. Only	<b>347</b>	JMH HI HMO Special Executive
<b>093</b>	ICMA 20% Pick Up Plan (401A) - Execs. Only	<b>348</b>	JMH HI HMO Special (Post-Tax)
<b>097</b>	Post Employment Health Plan Sick Pay Out	<b>349</b>	JMH Low HMO Special Executive
<b>100</b>	Parking Fee/Surcharge (Garage 5) (Pre-Tax)	<b>350</b>	JMH Low HMO Special (Post-Tax)
<b>101</b>	Mahi Lot Parking Fee (Pre-Tax)	<b>360</b>	OPTIX Vision Plan (Pre-Tax)
<b>102</b>	Parking Fee Surcharge (140 W. Flagler St.) (Pre-Tax)	<b>361</b>	OPTIX Vision Plan (Post-Tax)
<b>103</b>	Rooftop Parking Cultural Ctr & G#5 (Non Tax)	<b>362</b>	OPTIX Vision Special (Post-Tax)
<b>104</b>	Parking Fee/Surcharge (Cultural Ctr)	<b>363</b>	OPTIX Vision Special Executive
<b>105</b>	North Lot Parking (Pre-tax)	<b>370</b>	OHS Dental (Post-Tax)
<b>106</b>	Parking Fee (Courthouse Center) (Pre-Tax)	<b>371</b>	ADP Dental (Post-Tax)
<b>108</b>	Parking Fee - Hickman Facility (Pre-Tax)	<b>372</b>	METLIFE Dental (Post-Tax)
<b>110</b>	Metro pass (Pre-Tax)	<b>373</b>	DCFF DMO Ins Trust (Taxable)
<b>111</b>	Parking MLK (Pre-Tax)	<b>374</b>	DCFF DPPO Ins Trust (Taxable)
<b>112</b>	Parking West Lot (Pre-Tax)	<b>375</b>	OHS Dental Special Executive
<b>116</b>	Kristie Lot (Surface Lot) (Pre-Tax)	<b>376</b>	ADP Dental Special Executive
<b>117</b>	Parking SunTrust (Pre-Tax)	<b>377</b>	METLIFE Dental Special Executive
<b>118</b>	Tri-Rail Pass (Pre-Tax)	<b>380</b>	Oral Health Services (Pre-Tax)
<b>119</b>	Overtown Transit Village Garage (Pre-Tax)	<b>381</b>	ADP Dental (Pre-Tax)
<b>121</b>	Parking – Overtown (Pre-Tax)	<b>382</b>	METLIFE Dental (Pre-Tax)
<b>130-136</b>	Alimony	<b>383</b>	DCFF DMO Ins Trust FB (Non-Taxable)
<b>145-151</b>	Direct Pay – Alimony	<b>384</b>	DCFF DPPO Ins Trust FB (Non-Taxable)
<b>160-166</b>	Direct Pay Child Support	<b>385</b>	OHS Dental Special (Post-Tax)
<b>168-177</b>	Child Support State Disbursement Unit (FLSDU)	<b>386</b>	ADP Dental Special (Post-Tax)
<b>178-183</b>	Child Support Central Depository	<b>387</b>	METLIFE Dental Special (Post-Tax)
<b>191</b>	Internal Revenue Service Tax Levies	<b>400</b>	DCFF Basic Life Ins Trust
<b>192</b>	IRS Payroll Deduction Agreement	<b>402</b>	MetLife Insurance (Basic Life)
<b>200-206</b>	Florida Department of Education	<b>403</b>	MetLife (Commissioner's Office)
<b>215-260</b>	Garnishments	<b>413</b>	MetLife Insurance (Optional Life Plan) 1 Time
<b>275</b>	Statutory Fees	<b>414</b>	MetLife Insurance (Optional Life Plan) 2 Times
<b>280</b>	Set up Fee	<b>415</b>	MetLife Insurance (Optional Life Plan) 3 Times
<b>281-283</b>	Delinquent Accounts	<b>416</b>	MetLife Insurance (Optional Life Plan) 4 Times
<b>301</b>	DCFF HMO Ins Trust (Taxable)	<b>417</b>	MetLife Insurance (Optional Life Plan) 5 Times
<b>302</b>	Cigna (Taxable)	<b>426</b>	DCFF Dependent Life Ins Trust
<b>305</b>	JMH HI HMO (Post-Tax)	<b>427</b>	Survivors Benefit Trust Insurance
<b>307</b>	AVMED HI HMO (Post-Tax)	<b>428</b>	Survivors Benefit Trust Insurance II
<b>308</b>	AVMED POS (Post-Tax)	<b>439</b>	Florida Fringe Benefits
<b>309</b>	AVMED Low HMO (Post-Tax)	<b>440</b>	Professional Insurance
<b>310</b>	VISTA (Taxable)	<b>450</b>	DIP-FICA/MICA Recovery
<b>311</b>	Humana (Taxable)	<b>451</b>	DIP-JMH Health Plan
<b>312</b>	DCFF PPO Ins Trust (Taxable)	<b>452</b>	DIP-AV Med Health Plan
<b>313</b>	JMH Low HMO (Post-Tax)	<b>454</b>	DCFF PPO Dip Medical
<b>321</b>	DCFF HMO Ins Trust FB (Non-Taxable)	<b>457</b>	DIP-Vista Health Plan
<b>322</b>	Cigna (Non-Taxable)	<b>458</b>	DIP-Humana Health Plan
<b>325</b>	JMH HI HMO (Pre-Tax)	<b>459</b>	Cigna Health Plan DIP
<b>327</b>	AVMED HI HMO (Pre-Tax)	<b>460</b>	Cigna Health Plan Dip Option A
<b>328</b>	VISTA (Non-Taxable)	<b>461</b>	Cigna Health Plan Dip Option B
<b>329</b>	Humana (Non-Taxable)		

**DEDUCTION CODES (Continued)**

<b>462</b>	CIGNA Health Plan DIP NO RX	<b>676</b>	Florida Nurses Association
<b>463</b>	AVMED Health Plan POS - DIP	<b>680</b>	Committee on Political Education (TWU)
<b>464</b>	AVMED Health Plan DIP Option A	<b>681</b>	Firepac
<b>465</b>	AVMED Health Plan DIP Option B	<b>682</b>	GSAF Political Action Contributions
<b>466</b>	AVMED Health Plan DIP NO RX	<b>683</b>	AFSCME People Committee
<b>475</b>	DIP-Oral Health Services	<b>700</b>	Parking Fees (Garage 5)
<b>476</b>	DIP-American Dental Plan	<b>704</b>	Parking MLK (Post Tax)
<b>477</b>	DIP-Metropolitan Dental	<b>705</b>	Parking Fee - 140 W. Flagler Street
<b>478</b>	DCFF DMO DIP Dental	<b>706</b>	Parking Hickman Lot (Post Tax)
<b>479</b>	DCFF DPPO DIP Dental	<b>710</b>	Parking Fee - Cultural Center
<b>500</b>	Healthcare Spending Account	<b>712</b>	Parking West Lot (Post Tax)
<b>505</b>	Dependent Care Spending Account	<b>715</b>	Parking Fee - Courthouse Center
<b>515</b>	Flex Benefits Administration Fee	<b>716</b>	Kristie Lot (Surface Lot)
<b>520</b>	Pre-paid Legal Insurance	<b>717</b>	Parking SunTrust (Post Tax)
<b>530</b>	Short Term Disability Low Option	<b>719</b>	Overtown Transit Village Garage (Post Tax)
<b>531</b>	Short Term Disability High Option	<b>720</b>	Parking Fee (Downtown Surface)
<b>535</b>	Long Term Disability Low Option	<b>721</b>	Parking – Overtown (Post Tax)
<b>536</b>	Long Term Disability High Option	<b>725</b>	Metro Pass
<b>540</b>	Flex LOA Overpayments Health	<b>726</b>	Tri-Rail Pass
<b>541</b>	Flex LOA Overpayments Dependent	<b>770</b>	Savings Bonds
<b>542</b>	Flex LOA Overpayments Short Term Dis.	<b>780</b>	Childcare
<b>543</b>	Flex LOA Overpayments Long Term Dis.	<b>786</b>	Employee Housing (18% Base Step)
<b>545</b>	Flex Benefits Adjustments	<b>788</b>	MDHA Mortgage Loan (Post Tax)
<b>549</b>	Flex LOA Overpayments Fees	<b>790</b>	Animal Service Trust
<b>550</b>	Flex Benefits Temporary Adjustments	<b>800</b>	Hurricane Andrew Contribution
<b>560</b>	Credit Union	<b>801</b>	Workers' Compensation Recapture
<b>561</b>	Eastern Financial Florida Credit Union	<b>813</b>	Tuition Refund Forfeiture
<b>562</b>	Tropical Telco Credit Union	<b>821</b>	Miscellaneous
<b>586</b>	United Way	<b>822</b>	Excess Car Expense
<b>586</b>	United Way Share	<b>823</b>	Charitable Contribution for Disaster (Taxable)
<b>586</b>	United Way Leadership Share	<b>824</b>	Charitable Contribution from Non-Tax Wages
<b>600</b>	Manpower Dependence Allowance	<b>825</b>	Employee Fitness Center
<b>605</b>	Expense Allowance	<b>870</b>	Transit Uniform Allowance
<b>630</b>	Port Authority Dues - AFSCME Local 1542		
<b>631</b>	Water & Sewer Dues - AFSCME Local 121		
<b>632</b>	General Bargaining Unit Dues - AFSCME 199		
<b>633</b>	Firefighters Union Dues - Local 1403		
<b>634</b>	Dade County PBA Dues		
<b>635</b>	Transport Workers Union of America Dues		
<b>636</b>	Government Supervisors Association Dues		
<b>637</b>	Solid Waste Dues - AFSCME Local 3292		
<b>660</b>	Firefighter Charities		
<b>661</b>	Firefighters Progressive Officers		
<b>662</b>	Hispanic Association of Correctional Officers Dues (Inactive)		
<b>663</b>	Hispanic American Firefighter Assoc. Dues		
<b>664</b>	Women in Corrections Dues		
<b>665</b>	Hispanic Officers Association Dues		
<b>666</b>	Progressive Officers Club - Dues		
<b>667</b>	Firefighters Benevolent Assoc. Dues		
<b>670</b>	United Firefighters of Dade County Dues		
<b>671</b>	Professional Law Enforce. Dues (Inactive)		
<b>672</b>	Correct. Officers Benevolent Dues (Inactive)		
<b>673</b>	Hispanic Transit Society Dues		
<b>674</b>	Minority Correction Officers Dues (Inactive)		
<b>675</b>	Dade County Federation Black Employees Dues		

RETIREMENT PLAN CODES				DROP RETIREMENT CODES		
FRS Code	Plan	Retirement Description	%			
<b>11</b>	C	FRS Inv Plan - Reemployed Retiree	9.85	<b>13</b>	City of Homestead – Deferred Retirement Option Plan	10.91
<b>12</b>	C	FRS Inv Plan - Elected Official Retiree	16.53	<b>14</b>	FRS - Deferred Retirement Option Plan (Previously Retirement Codes other than 01, 03, 11, 31 and 32)	10.91
<b>13</b>	C	FRS Inv Plan - Regular	9.85	<b>15</b>	SCOERS Plan A - Deferred Retirement Option Plan (Previously Retirement Code of 01 and 03)	10.91
<b>14</b>	C	FRS Inv Plan - Special Risk Police	20.92	<b>16</b>	SCOERS Plan B - Deferred Retirement Option Plan (Previously Retirement Code of 11)	10.91
<b>15</b>	C	FRS Inv Plan - Special Risk Fire	20.92	<b>17</b>	TRS - Deferred Retirement Option Plan (Previously Retirement Code of 31 and 32)	10.91
<b>16</b>	C	FRS Inv Plan - Special Risk Admin. Support	12.55	<b>92</b>	FRS - Special Risk Police/Corrections - Deferred Retirement Option Plan	10.91
<b>17</b>	C	FRS Inv Plan - Senior Mgmt. Service	13.12	<b>93</b>	DROP FRS Special Risk Forensic	10.91
<b>18</b>	C	FRS Inv Plan - Elected Official Opt Plan	16.53	<b>94</b>	FRS - Special Risk Fire-Deferred Retirement Option Plan	10.91
<b>19</b>	C	FRS Inv Plan - Special Risk Forensic	20.92	<b>95</b>	FRS - Special Risk Administrative Support Effective 7/82 - Deferred Retirement Option Plan	10.91
<b>00</b>		No Retirement Contributions Made				
<b>01</b>	FK	SCOERS - Plan A	12.10			
<b>03</b>	FK	SCOERS - Plan A	17.10			
<b>11</b>	AD/AE/AF	SCOERS - Plan B	9.10			
<b>18</b>	RA	FRS - Reemployed Retiree Eff. 7/91	9.85			
<b>19</b>	RI	FRS - Retired Elected Official Eff. 7/90	16.53			
<b>21</b>	HA	FRS - Regular	9.85			
<b>22</b>	HB	FRS - Special Risk Police/Corrections	20.92			
<b>23</b>	HB	FRS - Special Risk Forensic	20.92			
<b>24</b>	HB	FRS - Special Risk Fire	20.92			
<b>25</b>	HJ	FRS - Special Risk Admin Supp Eff. 7/82	12.55			
<b>26</b>	HO	Senior Management Optional Annuity	12.85			
<b>27</b>	OZ	Rehired SMSC Optional Annuity 7/97	12.85			
<b>29</b>	RM	Reemployed Senior Mgmt. Service	13.12			
<b>30</b>	HM	FRS - Senior Management Service	13.12			
<b>31</b>	IE	FL State Teachers Retirement System	17.60			
<b>32</b>	IF	FL State Teachers Retirement System with FICA	17.60			
<b>33</b>	OP	IFAS Optional Retirement Program	10.43			
<b>34</b>	OP	IFAS Optional Retirement Program	10.43			
<b>42</b>		City of Miami Employees Retirement System	10.00			
<b>46</b>		City of Miami Employees Retirement System	10.00			
<b>47</b>		City of Miami Employees Retirement System	10.00			
<b>51</b>		Miami Beach Employees Retirement System Pre 11/1/76	10.00			
<b>61</b>		North Miami Retirement System	7.00			
<b>63</b>		North Miami Beach Retirement System	19.95			
<b>64</b>		City of Homestead	25.92			
<b>70</b>	HO	SMSC Optional Annuity 7/98	23.90			
<b>71</b>	HO	SMSC Optional Annuity 7/99	13.12			
<b>72</b>	HO	SMSC Optional Annuity 7/00	11.13			
<b>73</b>	HO	SMSC Optional Annuity 7/01	9.28			
<b>78</b>	OQ	Elected Official SMSC Opt Out	9.28			
<b>79</b>	O2	Rehired SMSC Optional Annuity 7/99	13.12			
<b>85</b>		City of Coral Gables Retirement System	15.00			
<b>91</b>	HI	FRS - Elected Officials	16.53			

**BARGAINING UNIT CODES**

- A** Water & Sewer - AFSCME Local 121
- C** Firefighter - IAFF Local 1403
- D** Transit Workers- Local 291
- E** Police - PBA Rank & File Unit
- F** Solid Waste - AFSCME Local 3292
- G** Aviation - AFSCME Local 1542
- H** General - AFSCME Local 199
- K** Gov't Supervisors Assoc. - Supervisors Local 100
- L** Non-Bargaining
- M** Gov't Supervisors Assoc.- Professional Local 100
- P** Police Lieutenants - PBA Supervisory Unit
- V** Election Support Personnel
- W** BI Enrollees

**DISCONTINUED**

- J** *Florida Nurses Association*

**BUDGET STATUS CODES**

- 1** Budgeted
- 2** Overage
- 3** Budgeted Unauthorized
- 4** Overage Unauthorized
- 5** Supplemental

**ENTITY CODES**

- 01** General Departments (except SFWIB, Aviation, Housing & WASD)
- 03** CETA/SFWIB
- 04** Aviation Department
- 05** Housing Department
- 06** Water & Sewer Department

**SUB ENTITY CODES**

- 1** Full Time
- 2** Part Time
- 3** Temporary/Seasonal
- 4** Elected Officials
- 5** Farm Workers

**JOB CATEGORY CODES**

- A** Officials and Administrators
- B** Professionals
- C** Technicians
- D** Protective Service
- E** Para-Professional
- F** Office-Clerical
- G** Skilled Craft
- H** Service-Maintenance

**JOB STATUS CODES**

- 1** Hourly (receives overtime)
- 2** Transit
- 3** Salaried Job Basis (no overtime) "+" by occupational code in Pay Plan
- 4** Flat Hourly Rate (no steps in the Pay Plan)
- 5** Not Paid

**PROTECTED CLASS**

Those employees whose records are "protected" per Florida Statutes are identified with a "protected class" value.

The possible values for the protected class are:

- 0** Social security number protected only
- 1** For police, firefighters, and HR Personnel - SSN, address, telephone numbers protected, family information protected. Protection to these employees is applied for the duration of their career regardless of classification.
- 2** "Inspector" classifications - SSN, address, telephone number protected. Protection is applied to employees only while serving in these classifications.
- 3** For spouses of police and firefighters - SSN, address, telephone number protected.
- 4** For legal guardians (ex. Divorcee) of police or firefighter children - SSN, address, telephone number protected.

**PAY KIND CODES**

- A REG** Regular Pay
- B VAC** Vacation Pay
- C BNS** Bonus Pay
- D CAN** Cancelled Check Current
- E RCV** Partial Cancelled Check Receivable Current
- F VOU** Voucher Current
- G PWK** Pollworker Pay
- H NOP** No Pay
- I FRA** FRS Time & Leave Adjustment
- J FRB** FRS Manual Adjustment
- K FRC** FRS DROP Adjustment
- L FRD** FRS DROP Adjustment
- M FRE** FRS DROP Adjustment
- N FRF** FRS DROP Adjustment
- O HSC** Cancelled Check Historical
- P HSR** Partial Cancelled Check Receivable Hist.
- Q HSV** Voucher Historical
- R LOA** Leave of Absence
- PNV** Pending Voucher
- PNC** Pending Cancelled Check

## WORKERS' COMPENSATION CODES

The following are standard codes set by the National Council on Insurance to identify work types. Each job classification is assigned one of these codes.

<b>0037</b>	Farm
<b>3365</b>	Welding - NOC
<b>3724</b>	Electrical Insulation or Repair
<b>4299</b>	Printing
<b>4361</b>	Photographer
<b>5183</b>	Plumbing - NOC
<b>5403</b>	Carpentry - NOC
<b>5474</b>	Painting - NOC
<b>5506</b>	Street Construction
<b>7380</b>	Drivers, Chauffeurs
<b>7382</b>	Bus - All Other Employees and Drivers
<b>7423</b>	Airport Operations
<b>7520</b>	Waterworks Operations
<b>7590</b>	Garbage Works
<b>7704</b>	Fire
<b>7720</b>	Police
<b>8380</b>	Auto Service/Repair Center & Dr. Workers
<b>8385</b>	Bus - Garage
<b>8392</b>	Auto Storage or Parking
<b>8720</b>	Inspection for Valuation
<b>8742</b>	Claims Adjustors, Outside Messengers
<b>8810</b>	Clerical, Administrative
<b>8820</b>	Attorneys
<b>8831</b>	Veterinarians, Dog Catchers
<b>8833</b>	Hospital Professional
<b>8868</b>	School
<b>9014</b>	Exterminators
<b>9015</b>	Building - NOC
<b>9019</b>	Bridge Operation
<b>9040</b>	Hospital - Nonprofessional
<b>9079</b>	Food Service - Catering
<b>9101</b>	Museums, Libraries
<b>9102</b>	Parks - NOC
<b>9403</b>	Garbage Collection
<b>9410</b>	Municipal Employees
<b>9519</b>	Air Conditioning or Refrigeration

## SUPERVISOR STATUS

<b>01</b>	County Manager/County Commissioners
<b>02</b>	Assistant County Managers/Spec Advisors
<b>03</b>	Assistant to County Manager
<b>04</b>	Department Directors
<b>05</b>	Deputy Directors
<b>06</b>	Assistant Directors
<b>07</b>	Division Directors
<b>08</b>	Assistant to Directors
<b>09</b>	Assistant Division Directors
<b>10</b>	Sr. Bureau Commanders/SECT HD
<b>11</b>	Associate Directors
<b>12</b>	Supervisor Classes

## EVALUATION TYPES

<b>EE</b>	Employee Performance Evaluation
<b>FO</b>	Field/Operational Performance Evaluation
<b>ME</b>	Management Performance Evaluation
<b>P1</b>	Police Officer Performance Evaluation
<b>P2</b>	Police Sergeant Performance Evaluation
<b>P3</b>	Police Lieutenant Performance Evaluation
<b>SA</b>	Senior Management Appraisal Evaluation

## EVALUATION RATINGS

### Employees Non-Supervisory

Unsatisfactory	0.00
Needs Improvement	1.60
Satisfactory	2.80
Above Satisfactory	4.00
Outstanding	5.20

### Supervisor/Management

Unsatisfactory	0.00
Needs Improvement	2.00
Satisfactory	3.50
Above Satisfactory	5.00
Outstanding	6.50

### Exceptions

Promotion	9.10
Personnel Action	9.20
Not Applicable	9.30
Waiver	9.40
Demotion	9.50
Not under manager's purview	9.60
Supervisor no longer employee	9.70
Employee retired/terminated	9.80
Military	9.90
Late	9.98
Default	9.99

## CAR CODES

<b>LS</b>	Leased: Group 1 Executive Benefits Recipient (Non Law Enforcement)
<b>LE</b>	Law Enforcement: Executive Benefit Recipient (Law Enforcement Official)
<b>NT</b>	Non Taxed: Sworn Fire or Law Enforcement with marked cars
<b>6A</b>	Taxed: Pay Exception 6A added to the employee's personnel master file record
<b>PP</b>	Personalized Patrol Vehicle Program (PPVP): (green and white car)
<b>UN</b>	Unmarked: Vehicles per letter of understanding (Captains and Lieutenants only)
<b>CA</b>	Car Allowance: entered by PIM for Executives with a Car Allowance

## ORDINANCES

The following ordinances related to Personnel/ Payroll are administered by Human Resources:

### Ordinance 98-34

#### **Sick/Annual Leave Payout to Employees Under Investigation**

Those employees who are under investigation or terminated from County service as a result of a breach of public trust will not be eligible for Sick or Annual leave payouts.

Offenses involving a breach of the public trust shall include, but not be limited to:

- a. criminal offenses of embezzlement of public funds, theft, bribery, perjury or any felony specified in Chapter 838 of the Florida statutes; or
- b. non-criminal offenses involving a breach of the officer or employee's fiduciary responsibility to the public."

### Ordinance 99-44

#### **Living Wage**

This ordinance establishes a living wage requirement for County employees. It guarantees a living wage of no less than \$8.56 per hour for employees who are covered by health insurance and no less than \$9.81 for employees not covered by health insurance. For County employees under the County Pay Plan, the County will begin to pay a living wage consistent with the goals of the ordinance on a three-year phase-in basis beginning Fiscal Year (FY) 2000-2001, increasing on an annual basis incrementally until it is fully implemented in Fiscal Year 2002-2003.

#### RATES

	<u>Living Wage for Employees Eligible for Insurance</u>	<u>Living Wage for Employees Ineligible for Insurance</u>
FY 00-01	\$6.29	\$6.70
FY 01-02	\$7.55	\$8.40
FY 02-03	\$9.00	\$10.30

For purposes of administering the Living Wage Ordinance, certain classifications will not be considered County employees as set forth in the ordinance. These classifications include those that only receive stipends; those whose funding is prescribed by grants; and those that solely provide on-the-job work experience.

### Ordinance 99-5

#### **Domestic Leave**

Employees, as defined in the ordinance, shall be entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period.

PAR code WB used on the PAR.

**MARITAL STATUS CODES**

**M** Married                                      **S** Single  
**T** Married - Single Status

**TAX WITHHOLDING CODES**

**0** Standard  
**1** Additional Tax  
**3** Non-Taxable Payments - NOT WAGES (No W-2 to be issued for these payments)  
**4** Taxable Wages BUT do not withhold any tax (W-2 will be issued)

**FICA CODES**

**0** Standard  
**1** Exempt - Certain BI Enrollees, Senior Companions, Foster Grandparents, and Farmworker Trainees

**FICA RATE**

2009 - 6.20% up to \$106,800 in earnings  
 2008 - 6.20% up to \$102,000 in earnings  
 2007 - 6.20% up to \$97,500 in earnings  
 2006 - 6.20% up to \$94,200 in earnings  
 2005 - 6.20% up to \$90,000 in earnings  
 2004 - 6.20% up to \$87,900 in earnings  
 2003 - 6.20% up to \$87,000 in earnings  
 2002 - 6.20% up to \$84,900 in earnings  
 2001 - 6.20% up to \$80,400 in earnings  
 2000 - 6.20% up to \$76,200 in earnings  
 1999 - 6.20% up to \$72,600 in earnings

**MEDICARE RATE (MICA)**

2008 - 1.45% (no limit)	2003 - 1.45% (no limit)
2007 - 1.45% (no limit)	2002 - 1.45% (no limit)
2006 - 1.45% (no limit)	2001 - 1.45% (no limit)
2005 - 1.45% (no limit)	2000 - 1.45% (no limit)
2004 - 1.45% (no limit)	1999 - 1.45% (no limit)

**MINIMUM WAGE**

July 24, 2009	\$7.25/hour
January 1, 2008	\$6.79/hour
January 1, 2007	\$6.67/hour
January 1, 2006	\$6.40/hour
May 2, 2005	\$6.15/hour
September 1, 1997	\$5.15/hour
October 1, 1996	\$4.75/hour

**MEDICAL CLASS CODES**

**1** Regular Employees    **2** High Risk Employees

**FINANCIAL DISCLOSURE**

**Y** Required                                      **N** Not Required

**ETHNICITY CODES**

**A** White    **B** Black  
**C** Hispanic                                      **D** Asian or Pacific Islanders  
**E** American Indian or Alaskan Native

**GENDER CODES**

**M** Male    **F** Female

**CITIZENSHIP CODES**

**A** Native Born                                      **B** Naturalized  
**C** Citizenship in Process                      **D** Other

**EDUCATIONAL LEVEL CODES**

**1-8** Grade School  
**9-12** High School  
**13-14** Junior College (AA)  
**15-16** College (BA)  
**17-18** Advanced Degree (MA)  
**20** PHD  
**22** Doctorate

**CHANGE REASON CODES**

The following codes are displayed on the PERM screen and represent the last change reason for the most recent change to the employee's personnel record.

**A** New Employee  
**B** Re-Employment  
**C** Transfer - Departmental Change / Inter-Departmental Change  
**D** Status  
**E** Reallocation  
**F** Termination/Separation  
**G** Rate Change - Merit Increase, Salary Change, Pay Exceptions Code Changes  
**H** Restoration  
**I** Personal Changes - Sex, Race, Citizenship, Date of Birth, Educational Level, Marital Status, Tax Exemptions, Withholding Code, Withholding Amount, FICA, Retirement Code, Social Security Number  
**J** Promotion  
**K** Wage Adjustment  
**L** Other - Locator Change, Index Code, Entity, Sub-Entity, Bi-weekly Hours, Budget Status, Medical Date  
**M** Leave of Absence  
**N** Demotion  
**O** Manual lost Pay Period  
**P** Cancellation of Merit Increase  
**Q** Automatic pay period adjustment (generated automatically on Tuesday of pay week)  
**R** Retired/Re-employment  
**S** Pay Plan Maintenance

## CDL

Flag for type of drug testing employee should receive – regarding driver's license these flags are supplied by Medical Records.

- 9 – CDL regular employee not trained
- 8 – CDL regular employee trained
- 7 – CDL supervisor not trained
- 6 – CDL supervisor trained
- 5 – CDL regular employee with training with supervisor duties
- 4 – CDL regular employee formerly #8 with training but inactive
- 3 – CDL supervisor formerly a #6 with training but inactive

### LONGEVITY BONUS AWARD (LBA)

Full time employees that have at least 15 years of service receive a minimum of \$350 longevity bonus award annually. Employee status codes that are eligible: AA, AB, AC, AD, AF, AH, AI, AJ, and AT. See Leave Manual for details.

#### AWARD SCHEDULE - Eff. Pay Period Ending 1/21/2001

The following formula will be applied to determine the employee's LBA amount:

Biweekly and overtime rates - night differential (pay exception codes 5, 21, 45, 68, 69, 70, 71) \* 26 \* Years of Service Percentage (see chart below)

Years of Completed Full-Time Continuous County Service	Percentage
15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%
28	2.8%
29	2.9%
30 or more	3.0%

#### FLSA Hours Calculation

Employees in bargaining unit "C" (Fire Department) with regular hours of 96 will get FLSA hours paid after they accumulate 2496 hours. Regular employees will get FLSA hours after 2080 hours accumulated. The formula to calculate the FLSA amount is the same for both type of employees, the only difference is the amount of hours employees can accumulate.

The calculation is as follows:

FLSA hours = 2080 or 2496 – leave year hours  
FLSA rate = (LBA amount/leave year hours) \* .5  
FLSA amount = FLSA rate \* FLSA hours

Add FICA and MICA factors on this rate.

### LONGEVITY ANNUAL ACCRUAL

#### **Accrual Rates: Forty (40) Hour Workweek Employees**

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

#### **Accrual Rates: Forty-eight (48) Hour Workweek (Fire Personnel)**

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours

#### Part-Time Employees

Part-time employees are not eligible to earn Longevity Annual Leave. This payment is made to employees with 10 or more years of full-time continuous County service.

Please refer to section 02 of the Miami-Dade Leave Manual for more details.



**PART TIME LEAVE ACCRUALS****Annual Leave Accruals**

Hours Worked/Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	1.5 hours accrual per pay period.
60 - 79.99	2.5 hours accrual per pay period.
80 or more	Same as full-time employee

**Sick Leave Accruals**

Hours Worked/Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	2.0 hours accrual per pay period.
60 - 79.99	3.0 hours accrual per pay period.
80 or more	Same as full-time employee

**EXECUTIVE BENEFITS**

E1 = \$10,000/year	\$250 biweekly car allowance
E2 = \$ 8,500/year	\$200 biweekly car allowance
E3 = \$ 7,500/year	department biweekly average of \$75 car allowance

EA Benefit code for employees receiving less than \$7500 in annual benefits.

EH Benefit code for employees receiving only car allowance.

**Granting of Executive Benefits are subject to reporting hierarchy and are at the discretion of the Department Director.**

**SICK LEAVE PAYOUT PERCENTAGES**

Employees who retire or resign from County service with less than 30 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the following schedule:

Employees with 30 years or more of service are eligible to receive 100% of their sick leave.

**Regular Retirement**

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	77.5%
22 Years	80%
23 Years	82.5%
24 Years	85%
25 Years	87.5%
26 Years	90%
27 Years	92.5%
28 Years	95%
29 Years	97.5%
30 Years	100%

**Special Risk Retirement**

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	80%
22 Years	85%
23 Years	90%
24 Years	95%
25 Years	100%

## PAR CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
--	Day Off	Scheduled days off.
A	Annual Leave	Approved leave time to be taken from accrued Annual Leave. Accrual and use governed by Miami-Dade County Leave Manual. Available for use after the completion of thirteen (earned) pay periods. Paid out at current rate at the time of termination excluding any night differential. Maximum accrual values are as follows:
	<u>BU</u>	<u>ANNUAL MAX</u>
	A	500 hours
	C	500 hours
	D	500 hours (effective 07/07)
	E	500 hours
	F	500 hours
	G	500 hours
	H	500 hours (effective 07/03)
	K	500 hours
	L	500 hours
	M	500 hours
	P	500 hours
AA*	Annual Payout	Annual Leave Payout that is used for both DROP payout and regular payouts.
AC	Air Rescue	For bargaining unit C employees only. A one step (or 5% at max) for assignment to full time duties of Air Rescue. Employee must physically work more than six hours. Not paid if the employee has pay exception "ON".
AD	Administrative Leave	Paid leave time approved at the discretion of the Department Director.
AF	Annual Family	Annual leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
AH*	Administrative Holiday/Hurricane	To be used only on the day before Christmas and/or the day before New Year's in place of Administrative Leave or other special event authorized by the County Manager. Is considered "time worked" for purposes of overtime and out of class pay.
AI	Annual Leave (Injury)	Accrued Annual Leave time taken due to an on-the-job injury. Used after sick leave is exhausted. Leave will be restored if Disability Leave is approved.
AM	Administrative Leave for Mentoring Program	PAR code AM will be used to record and track Administrative Leave granted in support of Miami-Dade County employees mentoring program.
AN	Annual Forfeited Article V	Annual hours forced to be forfeited.
AO	Airport Pay	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work more than six hours. Not paid if the employee has pay exception 85.
AP*	Annual to Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
AQ	Annual to Sick	Used to cover sick leave when sick leave balance is insufficient.

\* These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

## PAR CODES (continued)

<b>AR</b>	Acting Rank	Used by Bargaining Units E and P employees only when working out of classification. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "15". Fire Dispatchers and Fire Dispatcher Supervisors must work a minimum of one shift (effective 7/3/06).
<b>AS</b>	Airport Special Request Inspection Fire	Overtime for non-job basis and 96 hour employees in 037-07 on Airport Special Request Inspection.
<b>AT</b>	Air Truck	For bargaining unit C employees only. 1 step (or 5% at max) for personnel assigned full time duties on "Air Truck" units. Employees must physically work more than six hours. Not paid if the employee has pay exception "OK".
<b>AV</b>	Annual Transferred Article V	Annual hours transferred to the State of FL; Article V
<b>AX</b>	Annual Suspended	Annual leave forfeited due to suspension. Employees must physically work and forfeit annual leave due to a suspension. Valid only for bargaining units A, D, E, F, G, K, M and P. Employees get paid regular salary due to leave forfeiture.
<b>AZ</b>	TWU Pool	For PIM use only; Annual leave converted to dollars and contributed to Union; only hours that would be forfeited are eligible to donate; MDT Use Only
<b>BE*</b>	Birthday Earned	For Bargaining Unit D employees only. Entered by PIM. Displayed on HPAR when an employee banks the birthday.
<b>BH</b>	Birthday Holiday	Observed on the employee's birthday, or the next regular working day if it falls on a day off. Employees may be allowed to delay its use for up to six months. For Bargaining Unit F employees, the BH is to be observed on the day it occurs. If that day is not an employee's normal work day, then it will be observed on the nearest regular work day.
<b>BP*</b>	Birthday Holiday Pay	For bargaining unit "D" employees only. Used when an employee works on his or her birthday and wants the BH to be paid.
<b>BW*</b>	Birthday Holiday	Without Pay (Birthday lost) for their birthday holiday. Displayed on HPAR.
<b>B1</b>	Alpha Bravo	Alpha Bravo earnings at regular time. For bargaining unit P employees only.
<b>B2</b>	Alpha Bravo	Alpha Bravo earnings at overtime. For bargaining unit P employees only.
<b>B3</b>	Alpha Bravo	Alpha Bravo pay at regular time. For bargaining unit P employees only.
<b>B4</b>	Alpha Bravo	Alpha Bravo pay at overtime. For bargaining unit P employees only.
<b>C</b>	Compensatory Time	Granted in lieu of overtime and used like Annual Leave. Can be used by any employee with a compensatory balance. Earned (CE) by Bargaining Unit C, E and P employees only.
<b>CB</b>	Call Back	Used to pay employees who are ordered back to work after the completion of a shift. Rules on payment and guarantees vary by bargaining unit. PAR code placed in third box of the PAR.
<b>CC*</b>	Comp Payout	Compensatory Leave Payout that is used for both DROP payout and regular payouts.

\* These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

## PAR CODES (continued)

<b>CD</b>	Compensatory Time Pay	Excess compensatory time paid out.
<b>CE</b>	Compensatory Time	Indicates when overtime is earned instead of paid. Used only by Bargaining Units C, E, and P employees only.
<b>CF</b>	Compensatory Family	Compensatory leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
<b>CI</b>	Compensatory Injury	Leave time taken due to an on-the-job injury. Used after other leave is exhausted. Will be restored if Disability Leave is approved.
<b>CL</b>	OCL <u>with</u> Occ. Code	Out of Class pay when using occupational code. Occupational code must be provided.
<b>CM*</b>	Comp Leave Max	Payment of Compensatory Leave hours over Compensatory Leave maximum.
<b>CP*</b>	Compensatory Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
<b>CQ</b>	Compensatory Time for Sick	Used to cover sick leave when sick leave and annual leave balances are insufficient.
<b>CR</b>	CR Day (Fire Dept)	Paid time used to cover extra shift in a pay period. Used by Bargaining Unit C employees only.
<b>CT</b>	Court Time	Used by Bargaining Units C, E and P employees only. Indicates time required to appear in court on regular workdays, but not contiguous to the shift. Guarantee time paid per contract.
<b>CW</b>	Court Witness	Paid time granted to an employee subpoenaed to appear as a witness in a non-work related court case.
<b>CX</b>	Compensatory Suspended	Compensatory time for suspension.
<b>CZ</b>	Administrative Leave	Administrative Leave Fire Division Chief
<b>D</b>	Job Injury	Used to pay time not worked due to an injury to an employee granted disability time for an on-the-job injury.
<b>DA</b>	Day of Accident	Indicates the actual hours <u>lost</u> on the actual date of injury. The full shift is paid. Leave balances are not depleted.
<b>DF</b>	Administrative Leave Family	Administrative Leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>DH*</b>	Disability Holiday	To indicate holiday lost on day off during disability leave. Entered by PIM. Displayed on HPAR.
<b>DI</b>	Deemed Income	Temporary partial benefits calculated by Risk Management (for PIM use only).
<b>DM</b>	Disaster Medical Assistant Team	Disaster Medical Assistant Team

\* These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

## PAR CODES (continued)

<b>DO</b>	Driver Operator	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if the employee has the pay exception code "02".
<b>DP</b>	Paid Administrative Leave	For PIM use only; Paid for bus/rail operators and Solid Waste; used when County Manager authorizes AH and employee works.
<b>DR</b>	To indicate number of light duty hours worked	Used for bus/rail operators only; indicates operator is working light duty but receiving run pay; used with leave code "PM"; MDT Use Only.
<b>DS</b>	Day Shift	For employees regularly assigned nights, indicates a shift to be paid at the day rate.
<b>DT</b>	Departmental Training	Used when an employee of the Solid Waste Management Department attends departmental training.
<b>DV</b>	Diver's Pay	Diver's Pay is paid as straight time only, with no minimum hours per day. Diver's Pay will not be paid on authorized leave time. The hourly rate for Diver's Pay increases as the cost of living increases.
<b>DW</b>	Injury No Pay	Indicates time off due to an on-the-job injury after all leave is exhausted, and disability leave is not granted.
<b>E</b>	Educational Leave	Provides time off with pay for eligible employees to attend non-County sponsored training or educational courses, conferences, etc., as approved by the Department Director.
<b>EA</b>	Extraordinary Assign.	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments i.e., international events.
<b>EL</b>	Out of Class Eligible List	For bargaining unit D employees only. Employees must be on an Eligible List. Out of class paid as a promotion.
<b>EP</b>	Extra Pay	Extra pay for non-work related duties.
<b>ER</b>	ER Tracking (Aviation)	Time worked in support of ER Tracking for the Aviation Department.
<b>ES</b>	Welfare to Work	Educational stipend for Welfare to Work employees.
<b>ET</b>	Emergency Overtime	Emergency Overtime
<b>EX</b>	Exchange Time	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees. PAR code placed in the regular time (RT) box if someone works for the employee.
<b>EW</b>	Exchange Time Worked	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees. PAR code placed in the third box, if the employee works for someone else.
<b>F</b>	Funeral Leave	Leave time with pay (not charged to any leave balance) to attend the funeral of immediate family members. Three days allowed per occurrence.

\* These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

## PAR CODES (continued)

<b>FA</b>	FTAA	FTAA
<b>FE</b>	Emergency Funeral	Leave time with pay (charged to available sick leave balance) to attend the funeral of mother-in-law or father-in-law. Three days allowed per occurrence. Does not affect sick leave conversion.
<b>FH</b>	Floating Holiday	Day off granted with pay to eligible employees each fiscal year (October 1 through September 30). Available after completion of nine (earned) pay periods and cannot be carried over to the next fiscal year.
<b>FM</b>	FEMA Related Activities	Time worked in support of FEMA related activities for the Aviation Department.
<b>FO</b>	Fireboat Operator	For Bargaining Unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if employee has pay exception code FO.
<b>FP</b>	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator fails his/her physical; pay is the same as "AD".
<b>FT</b>	Field Training Officer	For bargaining unit E employees only. Defines special training duty. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "16". For 4301 (bargaining unit H) can use also effective 3/21/97. Not paid if the employee has the pay exception 01.
<b>FW*</b>	Floating Holiday	Without pay (Floating holiday lost) on the floating holiday. Entered by PIM. Displayed on HPAR.
<b>GD*</b>	Drop Begin Day	Deferred Retirement Option Program (DROP) Enrollment Effective Date
<b>H</b>	Holiday (Observed)	Code is preprinted on the PAR to indicate a County holiday (printed for eligible employees only). Non eligible employees will have an "***" printed on the PAR on a Holiday.
<b>HD*</b>	Holiday Leave Paid	Indicates holiday hours paid.
<b>HE*</b>	Holiday Earned	Displayed on HPAR to show holiday earned. These hours can be used at a later date as <b>HJ</b> leave.
<b>HF</b>	Fire Holiday Pay	For PIM use only: Bargaining unit C employees with 20 years or more of County service. On a one time basis only can request up to 500 hours of their accrued, Holiday Leave paid in bi-weekly installments of 24 hours or less.
<b>HH*</b>	Holiday Payout	Holiday Leave Payout that is used for both DROP payout and regular payouts.
<b>HI</b>	Holiday Leave (Injury)	Available accrued Holiday leave taken due to an on-the-job injury. Used after sick and annual leave is exhausted. Leave will be restored if Disability Leave is approved.

\* These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

## PAR CODES (continued)

**HJ** Holiday Leave (used) Time accrued if an eligible employee works on a holiday or if a holiday falls on a day off. Used like Annual Leave and is paid out at current rate at the time of termination. Maximums vary according to bargaining unit. Maximum accrual values are:

<u>BU</u>	<u>Holiday Max</u>
A	120 hours (Effective 12/4/06)
C	No Max
D	104 hours
E	160 hours (Effective 7/3/06 no max for 4201, 4202, 4502, 4503 & 4504)
F	120 hours
G	200 hours (Effective 7/2/07)
H	120 hours (Effective 7/3/06)
K	200 hours (Effective 7/3/06)
L	80 hours for Non-Job Basis (No max for Job Basis)
M	200 hours (Effective 7/3/06)
P	No Max for Non-Job Basis (Effective 10/9/06)

**HO** Holiday Fiscal Pay Automated code will deduct request hours from Holiday leave balance; calculate hours at current hourly rate and pay as ma/cde 24.

**HP\*** Holiday Sick Pool Holiday hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.

**HQ** Holiday Leave for Sick Use to cover sick leave when sick leave, annual leave and compensatory time leave balances are insufficient.

**HR\*** Fire Holiday Hours Paid PP Fire 1X Holiday pay code to enter biweekly paid hours less than 24 hours.

**HS** Holiday Paid Once For PIM use only: To make corrections to Fire 1X Holiday requested paid hours.

**HU** Hurricane Related Activity Hurricane Related Activity

**HW** Holiday Without Pay Holiday not paid as a result of the employee losing the holiday i.e., employee out of pay status before or after the holiday.

**HX** Holiday Suspended Holiday leave forfeited due to suspension. The employee must work and forfeit one day of holiday leave due to a suspension. Valid only for bargaining units A, D, E, F, G, K, and P employees.

**HZ** Hazardous Materials For bargaining unit C employees only. 1 step (or 5% at max) for employees assigned full time duties on "Hazardous Material" units. Employees must physically work more than six hours. Not paid if the employee has pay exception code "OL".

For bargaining unit A employees only. 2 steps for employees assigned full time duties on "Hazardous Material" units.

**IT** Instructing Trainee For bargaining unit D employees only.

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## PAR CODES (continued)

<b>J</b>	Jury Duty	Employees receiving summons to jury duty are paid for all time served during the shift.
<b>JD</b>	Jury Duty MDT	Pay bargaining unit D employees double time for jury duty on day off.
<b>K9</b>	K-9 (Canine)	Police Officers assigned canine dogs will be paid an additional 1 hour on the weekend to care for the dogs. Paid at step 5 rate for occupational code 1209 (Animal Care Specialist).
<b>KM</b>	AD Per Union Contract	Paid leave time for Job Basis employees in bargaining units K and M only per contract. (See contract for eligibility.)
<b>LA*</b>	LOA Annual Pay	Leave payout of Annual hours at the time of LOA.
<b>LC*</b>	LOA Compensatory Pay	Leave payout of Compensatory hours at the time of LOA.
<b>LD</b>	Light Duty	Used to reflect Light Duty paid at regular rate.
<b>LF</b>	Lift Station Pay Supplement	Employees who are authorized and assigned and who actually perform work in the Aviation Department lift stations.
<b>LG*</b>	Longevity Adjustment	Shown on PERO when longevity years have been adjusted.
<b>LH*</b>	LOA Holiday Pay	Leave payout of Holiday hours at the time of LOA.
<b>LN</b>	Light Duty at 90%	Regular pay rate paid at 90%.
<b>LP</b>	Special Sick Pool	Used when employee is caring for someone else and must first be approved for usage.
<b>LS</b>	Logistical Service	For bargaining unit C employees only. Fire classifications assigned full time duties in Logistical Services Division. Paid 1 step above regular rate or 5% at maximum. Not paid if the employee has the pay exception code "OM".
<b>LW</b>	Leadworker	Employees paid one (1) step increase above the employee's regular rate.
<b>MA</b>	Military Leave (Reserves)	Thirty calendar days per fiscal year are allowed for all employees called up for active duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
<b>MC</b>	Military Family Compensatory Leave	Military Family Compensatory Leave
<b>MG</b>	Minimum Guarantee	MDTA Bus Operators/Rail Operators only
<b>MH</b>	Military Family Holiday Leave	Military Family Holiday Leave
<b>MR</b>	Military Leave (Reserves)	Thirty working days per fiscal year are allowed for all employees for Reserve Duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
<b>MW</b>	Military Salary	Used to indicate that the 30 days of MA have been exhausted.
<b>N1</b>	Night Differential	Shift is evenly divided at 6 a.m. or 6 p.m. Paid one step above the employee's rate or \$.60 per hour depending on bargaining unit.

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## PAR CODES (continued)

<b>N2</b>	Night Differential	Majority of hours are after 6 p.m. or before 6 a.m. Paid one or two steps above the employee's rate per hour depending on bargaining unit.
<b>NC</b>	No Car	For those employees receiving a car allowance, it indicates that the County vehicle was not used that day. PAR code placed in third box of the PAR.
<b>NR</b>	New Rate	This code is system generated to reflect a rate change in the middle of the pay period. NR is displayed on the effective date of the rate change if there is a rate change in the middle of the pay period.
<b>OA</b>	Other Assignments	Other assignments for Solid Waste employees only.
<b>OC</b>	On Call	Employees designated to be available to return to work as needed during "off" hours are paid a supplement according to various agreements. PAR code placed in third box of the PAR.
<b>OD</b>	Overtime Disability	Overtime hours paid on disability worked.
<b>OF</b>	Off Duty Pay	Off Duty Pay loaded through a file for MDFR.
<b>OH*</b>	Overtime on Holiday	Overtime hours paid on a Holiday worked/system generated.
<b>OI</b>	Officer-in-Charge	Fire Chief acting as officer-in-charge (divisional) rate. 5% above current hourly rate.
<b>OP</b>	Operations - Fire	Guaranteed overtime for bargaining unit C employees working like 96 hour employees.
<b>OT</b>	OT in Operations	For bargaining unit C employees only.
<b>OT*</b>	Overtime Hours at Overtime Rate	Displayed on HPAR showing overtime hours paid at straight time.
<b>OTS*</b>	Overtime Hours at Straight Time Rate	Displayed on HPAR showing overtime hours paid at straight time.
<b>OV</b>	Roll-Off Truck	For bargaining unit F employees only - Roll-Off Truck (OCL).
<b>OW</b>	Identifies that employee is working other than normal assignment	Identifies that employee is working other than normal assignment; MDT Use Only
<b>PB</b>	Partial Benefits	Risk Management to calculate weekly basis for temporary partial benefits.
<b>PD*</b>	Administrative Leave Paid	MDTA Bus Operators/Rail Operators only
<b>PM</b>	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator is pending results of a drug/alcohol test before returning to work after an extended absence; pay is the same as "AD".
<b>PL</b>	Pollworker	Time worked in support of Elections.

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## PAR CODES (continued)

<b>PP*</b>	Pay Period Num Adjustment	Shown on PERO when pay periods have been adjusted.
<b>PR</b>	Prior Rate	This code is system generated to reflect a rate change in the middle of the pay period. The employee's prior rate is used to calculate an adjustment for this day.
<b>PY</b>	PEHP	Post employment health plan sick leave payout for bargaining unit C.
<b>R</b>	Relieved of Duty	Used to identify employees that have been suspended, but continue to be paid pending completion of investigation.
<b>RA</b>	Reinstatement - Administrative Leave	Used when an employee is reinstated for pay purposes.
<b>RC</b>	Roll Call (MDPD only)	To indicate ¼ hour roll call for eligible occupational codes in MDPD.
<b>RH*</b>	Worked Hours on Holiday	Regular hours paid on a Holiday worked.
<b>RI</b>	Roofing Inspector	For bargaining units H and K. Inspectors/Field Unit Supervisors working extra assignments to expedite process for repairing roofs. One step/pay by the hour.
<b>RL</b>	Rescue Max	Rescue Max
<b>RP</b>	Rail Project	For bargaining unit D employees only. Employee attending a rail class. Paid straight time for all hours marked with RP.
<b>RR</b>	Ronald Regan Library	One hour Annual Leave to the Leave Pool.
<b>S</b>	Sick Leave	Approved leave time to be used when the employee (not family member) is sick, or has a doctor's appointment. Accrual and use governed by the Leave Manual. Available for use after completion of thirteen (earned) pay periods.
<b>SA</b>	Suggestion Award	Leave time granted to employees awarded for a qualifying employee suggestion under the Suggestion Award Program.
<b>SC</b>	Shift Change Day Bargaining Unit E/P	Used by Bargaining Unit C employees, indicating a change in shift. PAR code placed in RT box of the PAR.
<b>SD</b>	Student Pay	An additional 5% will be paid when an employee has a student trainee on the bus. Bus Operator's only.
<b>SE</b>	Sick Emergency	Leave time with pay (charged to available sick leave balance) granted in the event of life-threatening illness in the employee's immediate family. Three workdays allowed per leave year. Does not affect sick leave conversion.
<b>SF</b>	Sick Family	Sick leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>SI</b>	Sick Injury	Accrued Sick Leave taken due to an on-the-job injury. Leave will be restored if Disability Leave is approved.

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## PAR CODES (continued)

<b>SJ</b>	Special Projects	For bargaining unit C employees only. Fire classifications performing special duties as determined by Department Director are paid at 5% above regular rate. Not paid if the employee has the pay exception code "8A".
<b>SL</b>	Schedule Last Day	Schedule Last Day
<b>SM</b>	Security Level	Time worked for security level in support of the Aviation Department.
<b>SN</b>	Sick Forfeited Article V	Sick hours forced to be forfeited.
<b>SO</b>	Shop Steward OT	OT paid to facilitate effective shift coverage. Bargaining unit D only.
<b>SP</b>	Sick Pool	Used to keep authorized employees in pay status after leave is exhausted due to an extended illness or disability. Leave is donated from other employees.
<b>SR</b>	Special Request Inspection - Fire	Overtime for non-job basis and 96 hour employees in 037 07.
<b>SS</b>	Split Shift	Designates an employee whose shift is divided into two distinct parts separated by more than one hour. PAR code placed in third box of the PAR.
<b>ST</b>	Special Request Plans Review - Fire	Overtime for non-job basis and 96 hour employees in 037 07.
<b>SV</b>	Sick Transferred Article V	Sick hours transferred to the State of FL; Article V
<b>SW</b>	Sick Without Pay	Authorized time off used when all accrued leave is exhausted and employee is on sick leave. Employee's not paid for this time. PAR code entered by PIM.
<b>T</b>	Termination	Designates the effective date of the termination. PAR code is placed in the third box of the PAR. Termination code and eligible for rehire codes must be recorded on the bottom portion of the PAR for all terminations.
<b>TA</b>	Task Assignment	For bargaining unit F employees only - Not require to work full shift.
<b>TE</b>	Track Equipment	Used by MDTA to indicate an Operator performing work on specialized equipment. PAR code placed in third box of the PAR.
<b>TM</b>	TRT/Marine	Technical Response Truck/Marine Firefighter Unit
<b>TP</b>	Trainer's Pay	Communications Operator/Police Complaint Officer officially assigned as a trainer. Paid 1 step above regular rate of pay. Fire Dispatchers eligible for trainer's pay for each shift (effective 7/3/06).
<b>TR</b>		Technical Response Truck
<b>TS</b>	MDFR Technical Support	MDFR Technical Support
<b>U</b>	Unauthorized (Call In)	Indicates an unexcused absence without pay.
<b>UA</b>	Unanticipated Annual Leave	Approved Leave without 72-hour Notice/MDT Use Only
<b>UC</b>	Unanticipated Comp Leave	Approved Leave without 72-hour Notice/MDT Use Only

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## PAR CODES (continued)

<b>UF</b>	Unauthorized Family Leave	Unauthorized Family Leave
<b>UH</b>	Unanticipated Holiday Leave	Approved Leave without 72-hour Notice/MDT Use Only
<b>UN</b>	Unauthorized (No Call)	Indicates an unexcused absence without pay, distinguishing those employees who do not call in.
<b>UT</b>	Urban Search & Rescue Team Travel/Training	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments for travel/training.
<b>UW</b>	Unanticipated Leave Without Pay	Approved time off without 72-hour Notice; all leave has been exhausted (except sick leave); MDT Use Only
<b>VA</b>	Vacation Advance	Vacation advance checks are given in increments of 80 hours to those employees going on vacation for that period of time. An employee may request up to four vacation advance checks.
<b>W*</b>	Without Pay	Authorized time off used when all leave (except sick leave) has been exhausted. Employee is not paid for this time. A memo from the department director must be submitted if the employee has leave balances.
<b>WA</b>	BOS Without Pay Code	To be used when the operator/department has requested that available annual/holiday leave not be used.
<b>WB</b>	Domestic Leave	Domestic leave without pay per Ordinance.
<b>WC</b>	Workers' Compensation Leave	Leave used when Workers' Compensation benefits are approved.
<b>WD</b>	Less 20% Disability	20% of gross deducted in negative money adjustment code 66 when Disability Leave is 80% and no leave is available for 20%.
<b>WF</b>	Without Family	Without pay used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>WL</b>	BOS - Late Without Pay	When an employee is late arriving to work and should not be compensated for time lost on the schedule or day.
<b>WS</b>	BOS Without Pay Code	To be used when the operator/department has requested that available annual not be used for sick.
<b>WW*</b>	Workers' Compensation Without Pay	For PIM use only: To denote Workers' Compensation Without Pay.
<b>X</b>	Suspension	Indicates time an employee does not work due to a disciplinary action. Employee is not paid for this time.
<b>XC</b>	No On Call	(Used to deduct On Call from an employee who has an On Call Pay Exception but is not On Call).
<b>XA</b>	C/LADJ Excess Annual Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Annual Leave Over Maximum 500 hours.

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## PAR CODES (continued)

<b>XE</b>	Suspension Education	Indicates time an employee does not work due to suspension for Tuition Refund Violation. Employee is not paid for this time.
<b>XS</b>	C/LADJ Excess Sick Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Sick Leave/Converted to Annual Leave/Over Maximum 500 hours.
<b>XX</b>	Suspension (MDPD)	Indicates time a Bargaining Unit E employee is suspended for disciplinary reasons when the suspension covers time in more than one pay period. Employee is not paid for this time.
<b>Y</b>	Union Activity	Time off with pay to participate in union activities. Use governed by various contracts.
<b>YC*</b>	Car Allowance	HPAR will display "YC" code when employee is entitled to car and works on a day off.
<b>YD</b>	Military Family Administrative Leave	Military Family Administrative Leave
<b>YF</b>	Holiday Family	Holiday leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
<b>YP</b>	Union Activity Reimbursement	Employee on union activity - County is reimbursed for this time.
<b>YW</b>	Military Family Without Pay Leave	Military Family Without Pay Leave
<b>ZD</b>	HazMat Specialist	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
<b>ZZ</b>	Sick Payout	Sick Leave Payout
<b>48*</b>	Miami Sick Leave - WASD Only	Day Code to pay Miami Sick Leave hours prior to termination.
<b>77*</b>	Job Basis Hours	Shows regular hours worked for job basis employees. Used mainly for car allowance tracking.
<b>DT</b>	Training	Use for Solid Waste Department Only
<b>OA</b>	Other Assignments	Use for Solid Waste Department Only
<b>PT</b>	Physicals	Use for Solid Waste Department Only

## PAR CODE EXTENSION

PAR codes followed by an "S" denotes leave or pay charged at STRAIGHT TIME.  
PAR codes followed by an "O" denotes leave or pay charged at the OVERTIME rate.

**These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
1	CC	Board of County Commissioners	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 29 <sup>th</sup> FL Miami, FL 33128
2	CM	County Executive Office	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 29 <sup>th</sup> FL Miami, FL 33128
3	BU	Strategic Business Management	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 22 <sup>nd</sup> FL Miami, FL 33128
5	ER	Human Resources	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 21 <sup>st</sup> FL Miami, FL 33128
6	FN	Finance	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 26 <sup>th</sup> FL Miami, FL 33128
7	AU	Audit and Management Services	SunTrust International Center One S.E. 3 <sup>rd</sup> Avenue, Suite 1100 Miami, FL 33131
8	PA	Property Appraisal	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 7 <sup>th</sup> FL Miami, FL 33128
11	GS	General Services Administration	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 24 <sup>th</sup> FL Miami, FL 33128
12	PM	Procurement Management	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 13 <sup>th</sup> FL Miami, FL 33128
13	HF	Housing Finance Authority	7300 N.W. 19 <sup>th</sup> St., Suite 501 Miami, FL 33126
14	ET	Enterprise Technology Services	5680 S.W. 87 <sup>th</sup> Avenue Miami, FL 33173
16	EL	Elections	2700 N.W. 87 <sup>th</sup> Avenue Doral, FL 33178
18	AT	County Attorney	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 28 <sup>th</sup> FL Miami, FL 33128
20	HT	Homeless Trust	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 27 <sup>th</sup> FL Miami, FL 33128
21	IT	International Trade Consortium	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, Suite 2560 Miami, FL 33128
22	AG	Agenda Coordination	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 27 <sup>th</sup> FL Miami, FL 33128
24	OF	Film and Entertainment	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 25 <sup>th</sup> FL Miami, FL 33128
26	PZ	Planning and Zoning	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 11 <sup>h</sup> FL Miami, FL 33128

## DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
27	BD	Small Business Development	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 19 <sup>th</sup> FL Miami, FL 33128
28	CS	Consumer Services	Dade Administration Building 140 W. Flagler Street, Suite 903 Miami, FL 33130
30	JA	Judicial Administration	Court House Center 175 N.W. 1 <sup>st</sup> Avenue, 27 <sup>th</sup> FL Miami, FL 33128
31	CL	Clerk of Courts	Court House East 22 N.W. 1 <sup>st</sup> Street, Room 314 Miami, FL 33128
32	PD	Police	Miami-Dade Headquarters 9105 N.W. 25 <sup>th</sup> Street, Room 1095 Miami, FL 33172
34	JU	Juvenile Services	275 N.W. 2 <sup>nd</sup> Street, 2 <sup>nd</sup> FL Miami, FL 33128
35	ME	Medical Examiner	Medical Examiner Building Number 1 on Bob Hope Road Miami, FL 33136-1133
36	AD	Animal Services	7401 N.W. 74 <sup>th</sup> Street Miami, FL 33166
37	FR	Fire Rescue	9300 N.W. 41 <sup>st</sup> Street Doral, FL 33178
38		Emergency Management and Homeland Security	9300 N.W. 41 <sup>st</sup> Street Doral, FL 33178
39	CR	Corrections and Rehabilitation	Martin Luther King Building 2525 N.W. 62 <sup>nd</sup> Street, 2 <sup>nd</sup> FL Miami, FL 33147
44	BL	Building and Neighborhood Compliance	Permitting & Inspection Center 11805 S.W. 26 <sup>th</sup> Street Miami, FL 33175
45	BC	Building Code Compliance	Dade Administration Bldg. 140 W. Flagler Street, Suite 1603 Miami, FL 33130
50	SW	Solid Waste Management	Martin Luther King Building 2525 N.W. 62 <sup>nd</sup> Street, 5 <sup>th</sup> FL Miami, FL 33147
55	DE	Environmental Resources Management	Overtown Transit Village 701 N.W. 1 <sup>st</sup> Court, 4 <sup>th</sup> FL Miami, FL 33136
60	PW	Public Works	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 16 <sup>th</sup> FL Miami, FL 33128
63	AV	Aviation	Building 5A – 1 <sup>st</sup> FL 4200 N.W. 36 <sup>th</sup> Street Miami, FL
64	SP	Seaport	1015 N. America Way #210 Miami, FL 33132
66	TT	Citizens' Independent Transportation Trust	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 10 <sup>th</sup> FL Miami, FL 33128

## DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
67	MT	Transit	Overtown Transit Village 701 N.W. 1 <sup>st</sup> Court, Suite 1300 Miami, FL 33136
71	PI	South Florida Workforce Investment Board	7300 N.W. 19 <sup>th</sup> Street, 5 <sup>th</sup> FL Miami, FL 33126
75		Sustainability	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 22 <sup>nd</sup> FL Miami, FL 33128
76	CD	Housing and Community Development	Overtown Transit Village 701 N.W. 1 <sup>st</sup> Court, 14 <sup>th</sup> FL Miami, FL 33136
79	CA	Community Action Agency	Overtown Transit Village 701 N.W. 1 <sup>st</sup> Court, 10 <sup>th</sup> FL Miami, FL 33136
80	HD	Public Housing Agency	Building D 1401 N.W. 7 <sup>th</sup> Street Miami, FL 33135
83	DA	Americans with Disabilities Act Coordination	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 12 <sup>th</sup> FL Miami, FL 33128
84	HS	Human Services	Martin Luther King Building 2525 N.W. 62 <sup>nd</sup> Street, 4 <sup>th</sup> FL Miami, FL 33147
85	MM	Miami-Dade Economic Advocacy Trust	Biscayne Building 19 W. Flagler Street, Suite M-106 Miami, FL 33130
90	LB	Library	Main Library 101 W. Flagler Street Miami, FL 33130
91	CU	Cultural Affairs	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 6 <sup>th</sup> FL Miami, FL 33128
92	VZ	Vizcaya Museum and Gardens	3251 South Miami Avenue Miami, FL 33129
93	PR	Park and Recreation	Hickman Building 275 N.W. 2 <sup>nd</sup> Street, 3 <sup>rd</sup> FL Miami, FL 33128
96	WS	Water and Sewer	Douglas Building 3071 S.W. 38 <sup>th</sup> Avenue, Room 130 Miami, FL 33146
99	IG	Inspector General	Biscayne Building 19 W. Flagler Street Suite 220 Miami, FL 33130
202	GG	Independent Review Panel	Dade Administration Bldg. 140 W. Flagler Street, Suite 1101 Miami, FL 33130
203	GI	Government Information Center	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 25 <sup>th</sup> FL Miami, FL 33128
204		Legal Aid	Bar Association Building 123 N.W. 1 <sup>st</sup> Avenue Miami, FL 33128
205	MP	Metropolitan Planning Organization	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, Suite 910 Miami, FL 33128



## DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
209	EC	Commission on Ethics and Public Trust	Biscayne Building 19 West Flagler Street, Suite 820 Miami, FL 33130
210		Law Library	Courthouse 73 W. Flagler Street, #321 Miami, FL 33130
212	RB	Community Advocacy	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, Suite 620 Miami, FL 33128
214	FE	Fair Employment Practices	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 22 <sup>nd</sup> FL Miami, FL 33128
223	GC	Grants Coordination	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, 19 <sup>th</sup> FL Miami, FL 33128
227	CQ	Capital Improvements	Stephen P. Clark Center 111 N.W. 1 <sup>st</sup> Street, Suite 2130 Miami, FL 33128